



Fig. 1

Best Practice Idea Worksheet

1 Best Practice Idea Submission Sheet	
<p><i>To submit a Best Practice Idea, complete the first sheet of this form. If you have more information at this time, you may enter it on sheets 2 and 3. A member of the POT Support Team will contact you for additional information.</i></p>	
IDEA/BP TITLE: Enter New Best Practice Name	
NAME OF REQUESTER Enter Requester's Name	PHONE Enter Requester's Phone
CDS ID Requester's CDS ID	REQUEST DATE mm/dd/yyyy
IDEA DESCRIPTION Enter idea description here. use information from Idea Submission Form. Add details as needed.	
RATIONALE FOR PROCESS CHANGE Describe why the existing process needs changing or should be replicated.	

Fig. 2a

2	Project Definition Sheet					
POT NUMBER & NAME Enter POT # and Name				ROUNDTABLE NAME Enter Roundtable Name here		
SEARCH FOR BEST PRACTICE DUPLICATION - DATE COMPLETED MM/DD/YYYY						
RESULTS / COMMENTS Use "Search Sources" Reference material. Indicate results of search						
PROJECT GOAL Describe the end result of implementing the Best Practice.						
BASELINE Briefly describe the current process. Attach supporting information including flowcharts.						
DESCRIPTION OF WORK COMPLETED TO-DATE Briefly describe any work done to date on the idea. Attach supporting information.						
ASSESSMENT OF BENEFIT	High	Medium	Low	N/A	Estimate	Example
Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1-2 R/100
Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$1-2 M/year
Applied Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.5-3 FTEs
Cycle Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4-6 weeks
RESOURCE IMPACT						
People for Development/Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
\$ for Development/Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PROJECT DIFFICULTY						
Complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Organizational Barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SPONSOR SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ACTIVITIES AFFECTED List activities that are expected to use any part of the Best Practice process						

Fig. 2b

Team Member Sheet

Management Support

Role	Name	CDS ID	Telephone	Organization	Committed?
Sponsor(s)					
Roundtable Leader					

Best Practice Team

[illegible]

*Team members Include Subject Matter Experts (SMEs), Representative From Process Users / Deployment, Best Practice Requester, Ana A Financial Analyst (For Quantification)

Fig. 2c

Best Practice Prioritization Matrix

IDEA / BP TITLE:

POT Number / Name:

Date (of last revision):

Determine who will screen a potential Best Practice projects to decide if it is to be worked on, and where it will fall in the workload. The Prioritization Matrix can be used to clarify this issue and can be used as a basis for discussion with the team. Your decision will be based on three criteria: The amount of Sponsor support you've found for the project, the assessment of the net benefit (Savings minus cost / resources / etc. to develop the Best Practice, and the degree of difficulty in completing the project due to complexity, anticipated project length, etc.

Please refer to the Prioritization Matrix Instructions for more detailed information on using the matrix and calculating results.

Items	Average LMH	Requester LMH	Ind. #2 LMH	Ind. #3 LMH	Ind. #4 LMH	Ind. #5 LMH
Sponsor Support						
Assessment of Net Benefits -- Savings (Example: Improved Quality, Cost savings, Reduced Applied / Cycle time)						
Project Difficulties (Example: Complexity, Organizational Barriers, Estimated Project length)						
Overall Priority (A B C)						
Total						

Prioritization Comments

- If the team determines that the project cannot be done now, itemize specific reasons for decision.

Fig. 3

POT Name / Number:
Best Practice Supervisor:

* From Prioritization Matrix

APP_ID=10063124

Best Practice 1-Pager Submission Template

Best Practice Title*			
POT #		ROUNDTABLE LEADER (CDS ISD)	
Roundtable Name		Best Practice Team Leaders (CDS ID)	
Functional Deployment: <i>Place check mark next to applicable areas of deployment</i>			
<input type="checkbox"/> Project Management - VC <input type="checkbox"/> Body - VC <input type="checkbox"/> Chassis - VC <input type="checkbox"/> Veh. Engr. - VC <input type="checkbox"/> Powertrain Engr. - VC <input type="checkbox"/> PAV - VC <input type="checkbox"/> Design/Appearance - VC	<input type="checkbox"/> Quality - VC <input type="checkbox"/> Finance - VC <input type="checkbox"/> Marketing Brand - VC <input type="checkbox"/> Systems. - VC <input type="checkbox"/> Manufacturing. - VC <input type="checkbox"/> Purchasing - VC <input type="checkbox"/> Body - R&VT Core	<input type="checkbox"/> Chassis - R&VT Core <input type="checkbox"/> Powertrain Engr. - R&VT Core <input type="checkbox"/> VA & SE - R&VT Core <input type="checkbox"/> PAV - R&VT Core <input type="checkbox"/> Engine <input type="checkbox"/> Transmission <input type="checkbox"/> Other _____	
Best Practice Description/Abstract			
Brief How-To Steps			
Baseline/Rationale for process Change			
Benefits Summary			
Benefit Type <input type="checkbox"/> Cost <input type="checkbox"/> Applied Time <input type="checkbox"/> Quality <input type="checkbox"/> Cycle Time			
FPDS Information Required Process Starts at: Process Ends at: <input type="checkbox"/> Enter FPDS Diamond Points or "X" where Start and/or End Point Timing Varies.			
Attachment(s) Required	Filename/URLs	Additional Attachments	Filename/URLs
1. Baseline/Background		5.	
2. Process Guideline		6.	
3. Detailed Benefits		7.	
4. Implementation Plan		8.	

Fig. 5

Year	1900	1901	1902	1903	1904	1905	1906	1907	1908	1909	1910	1911	1912	1913	1914	1915	1916	1917	1918	1919	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929	1930	1931	1932	1933	1934	1935	1936	1937	1938	1939	1940	1941	1942	1943	1944	1945	1946	1947	1948	1949	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100
1900	1901	1902	1903	1904	1905	1906	1907	1908	1909	1910	1911	1912	1913	1914	1915	1916	1917	1918	1919	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929	1930	1931	1932	1933	1934	1935	1936	1937	1938	1939	1940	1941	1942	1943	1944	1945	1946	1947	1948	1949	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	

Key Project Milestones (Table can be modified to reflect differences in Best Practice Projects)

Phase / Process Step	Target Dates: Start	Finish	Actual Finish Date	Individual Responsible
Develop Best Practice				
• Conduct Best Practice Team Kickoff Meeting				
• Develop and Document Best Practice process				
Approve Best Practice				
• Obtain Approvals (from Sponsor & POT Steering Team)				
Deploy Best Practice				
• Complete Work Items and Update Documentation				
• Conduct Pilot, if Necessary				
• Select and Brief Key Players				
• Complete Steps for Implementation Readiness				
Implementation & Institutional Best Practice				
• Add Best Practice to Implementation Level Status Report (Harvey Ball Chart)				
• Implement according to plan, and report status (ongoing)				
• Periodic Review of Best Practice (indicate date of first review)				

Open Issues

[illegible]

Fig. 6

< FUNCTION/ENGINEERING GROUP NAME >
 Functional Champion: John Doe
 Functional Champion Assistant: Jane Doe

Production Program		#1	#2	#3	#4	#5			
		Name 1	Name 2	Name 3	Name 4	Name 5	Objective	Status	Average(%)
Best Practice	Manager>>								
Engineering Design Reviews		4	4	4	4	4	20	10	50%
PD Electronic Library		4	4	4	4	4	20	9	45%
Rapid Prototyping, Fab & Tooling			4	4	4		12	1	8%
Internal Stamping Part Approval		4	4	4	4	4	20	2	10%
Mandatory BP Status							72	22	31%

Implementation Levels.

Best Practice to be Implemented.

Some Aspects of B. P. Implemented.

Many Aspects of B. P. Implemented.

Most Aspects of B. P. Implemented.

B. P. Completely Implemented.

Best Practice Not Applicable

Implementation Objective Level.

x = No. of circle quadrants set as objective (x = 1, 2, 3, 4)

Fig. 7